
INDIANA COMMISSION ON PROPRIETARY EDUCATION***Board of Commissioners Meeting Memorandum***

Date: August 18, 2006

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: ITT TECHNICAL INSTITUTE – FORT WAYNE & NEWBURGH
ASSOCIATE OF APPLIED SCIENCE DEGREE IN
HEALTH INFORMATION TECHNOLOGY**

Staff Recommendation

The commission staff recommends that ITT Technical Institute – Fort Wayne and Newburgh campuses be granted the authority to award the Associate of Applied Science degree in the following program with the stipulation that Instructor Qualification Record forms with supportive documentation be submitted by both campuses before the program's start date:

AAS - Health Information Technology**Background Information**

ITT Technical Institute is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty. The faculty for this program at each campus has not been hired as of this date.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

VIA E-MAIL

July 25, 2006



Ms. Rebecca Carter
Director of Regulatory Compliance
State of Indiana
Commission on Proprietary Education
302 W. Washington St., Room E-201
Indianapolis, IN 46204

RE: New Degree Applications
ITT Technical Institute, Fort Wayne, Indiana
ITT Technical Institute, Newburgh, Indiana

Dear Ms. Carter:

Enclosed please find two new degree applications submitted on behalf of ITT Technical Institute, Fort Wayne, and ITT Technical Institute, Newburgh, for consideration at the Commission meeting in September. The degree applications are for the following program:

Associate of Applied Science degree program:

- **Health Information Technology**

A check in the amount of \$200.00 to cover the application fee will be sent via overnight delivery under separate cover.

Thank you in advance for your consideration of the new degree applications. If you have any questions, or require additional information, please do not hesitate to contact me.

Sincerely,

Angela M. Long
Regulatory Affairs Manager

Enclosures

Cc: Alois Johnson, Director, ITT Technical Institute, Fort Wayne
Dominick DeLorenzo, Director, ITT Technical Institute, Newburgh

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute, Fort Wayne

Name of Program Health Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared July 25, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Information Technology program teaches how to collect, analyze, monitor, maintain and report health data in accordance with established data quality principles, legal and information security standards and professional best practice guidelines. These functions encompass, among other duties, processing requests for the release of personal health information, the coding of clinical information, processing and using health data for clinical quality management, billing/reimbursement and compliance with patient privacy regulations.

Graduates of the Health Information Technology program may pursue careers as health information technicians in a variety of health care settings. Entry-level positions may include medical records technician, health information technician, patient information coordinator and reimbursement specialist.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 8 Quarters TUITION: \$38,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HT101	Organization of Health Care Delivery	4
HT102	Introduction to the Health Care Record	4
HT103	Medical and Drug Terminology	4
HT104	Release of Personal Health Information	4
HT105	Anatomy and Physiology	4
HT111	Human Diseases	4
HT201	Health Care Statistics	4
HT202	ICD-9-CM Coding	4
HT203	Health Care Data Sets and Specialized Registries	4
HT204	CPT Coding	4
HT205	Health Care Reimbursement Systems	4
HT206	Advanced Coding	4
HT211	Utilization, Risk and Compliance Management	4
HT212	Supervision and Personnel Management in Health Care	4
HT213	Database Design and Applications	4
HT221	Professional Practicum I	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE117	Composition I	4
GE127	College Mathematics I	4
GE150	Survey of the Sciences	4
GE201	Biology	4
GE217	Composition II	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 72 / 96 Percentage: 75%
Number of Credit/Clock Hrs. in General Education Courses: 24 / 96 Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

COURSE DESCRIPTIONS

HT courses = Core

GE courses = General Education

TB courses = Technical Basic

GE117 Composition I

A 4 credit hour Composition course

This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

GE127 College Mathematics I

A 4 credit hour Mathematics course

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools.

Prerequisite: GE184 Problem Solving or TB124 Problem Solving or TB184 Problem Solving or GE150 Survey of the Sciences or equivalent; Prerequisite or Corequisite: TB133 Strategies for the Technical Professional

GE150 Survey of the Sciences

A 4 credit hour Science course

This survey course is designed to familiarize the student with the methods of scientific discovery and investigation. Students will explore a variety of scientific fields, including astronomy, biology and earth science, to develop basic scientific literacy and an ability to critically analyze issues of science.

GE201 Biology

A 4 credit hour Science course

This course introduces the student to the biological study of the human organism. Topics include cell chemistry and development, and the structure and function of the body's major organ systems.

GE217 Composition II

A 4 credit hour Humanities course

This course focuses on appropriate rhetoric structures and styles for analytical and argumentative writing. Emphasis is placed on critical thinking, reading skills and elements of research in the information age. **Prerequisite: GE117 Composition I or equivalent**

GE347 Group Dynamics

A 4 credit hour Social Science course

In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. **Prerequisite: GE117 Composition I or equivalent**

HT101 Organization of Health Care Delivery

4 credit hours

This course is an introduction to types of health care facilities and services, including public health services, and types of health care professionals.

HT102 Introduction to the Health Care Record

4 credit hours

This course is an introduction to the health care record: its purpose, content, structure, uses and users. The course identifies documentation standards and health care record standardization resources (laws, regulations and accreditation agencies). The form and functionality of paper-based and electronic health care records are examined and compared.

HT103 Medical and Drug Terminology

4 credit hours

This course is an introduction to medical terminology, including standard abbreviations and symbols. The course focuses on the prefixes, suffixes and roots that are common building blocks of medical terms. The course includes an overview of drug types and the diagnoses for which they are commonly prescribed. Accurate spelling and correct pronunciation of medical terms is emphasized.

HT104 Release of Personal Health Information

4 credit hours

This course is an introduction to the basic workings of the American legal system and the medical (health) record as evidence. The course examines federal and state privacy laws and regulations as well as organizational policies that define authorized access to patient health information. The course also focuses on organizational procedures for handling all types of authorized release of patient health information (ROI), including the use of specialized software applications to effectively manage that function. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record

HT105 Anatomy and Physiology

4 credit hours

This course examines the anatomical structures and normal physiological functions of the human body. **Prerequisite:** HT103 Medical and Drug Terminology

HT111 Human Diseases

4 credit hours

This course examines common diagnoses by body system along with their associated diagnostic signs, symptoms, tests and findings and standard treatment protocols. **Prerequisites:** HT103 Medical and Drug Terminology, GE201 Human Biology

HT201 Health Care Statistics

4 credit hours

This course is an introduction to basic descriptive statistics as well as quantitative measures commonly used to describe patient volume and quality of care in health care organizations such as census data, length of stay, bed occupancy rates, death rates, autopsy rates and infection rates. Emphasis is placed on creating effective graphic displays of statistical data. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record

HT202 ICD-9-CM Coding

4 credit hours

This course examines the basic structure of the ICD-9-CM classification system. The course emphasizes standard coding guidelines and the application of the ICD-9-CM classification system to medical encounters, including the use of encoding software to enhance coding consistency, efficiency and quality. **Prerequisites:** HT103 Medical and Drug Terminology, HT105 Anatomy and Physiology, HT111 Human Diseases

HT203 Health Care Data Sets and Specialized Registries

4 credit hours

This course identifies and examines common health care data sets, such as the UHDDS, UACDS, MDS, HEDIS, OASIS, DEEDS, EMEDS, and ORYX Core Measures. The course focuses on the content and standards associated with secondary health data sources, including disease registries. **Prerequisite:** HT102 Introduction to the Health Care Record

HT204 CPT Coding

4 credit hours

This course is an introduction to the basic structure of the CPT classification system. The course emphasizes standard coding guidelines and the application of the CPT classification system to medical procedures, including the use of encoding software to enhance coding consistency, efficiency and quality. **Prerequisites:** HT102 Introduction to the Health Care Record, HT103 Medical and Drug Terminology

HT205 Health Care Reimbursement Systems

4 credit hours

This course is an introduction to the types of reimbursement systems found in the health care industry. The course identifies the major types of third party health insurance providers and examines reimbursement methodologies such as fee for service, capitation, global payment, and prospective payment systems. Emphasis is placed on best practices for maintaining an accurate chargemaster, completing standard medical claims forms, and assuring coding compliance with established national and organizational coding guidelines. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, HT202 ICD-9-CM Coding

HT206 Advanced Coding**4 credit hours**

This course examines the application of ICD-9-CM in specialized settings, including long term care, home care and rehabilitation centers. The course focuses on enhancing coding skill and confidence beyond the basics. The structure and principles of the SNOMED and ICD-10/ICD-10-PC classification systems are introduced. **Prerequisites:** HT202 ICD-9-CM Coding, HT204 CPT Coding

HT211 Utilization, Risk and Compliance Management**4 credit hours**

This course is an introduction to utilization and quality management programs in health care. The course focuses on common quality and outcomes measurement, and management tools such as ORYX, SQC, benchmarking best practices and customer surveys. The course provides an overview of the structure and common practices associated with effective health care risk management and compliance management programs. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, HT103 Medical and Drug Terminology, HT105 Anatomy and Physiology, HT111 Human Diseases, HT104 Release of Personal Health Information, HT201 Health Care Statistics, HT203 Health Care Data Sets and Specialized Registries, HT205 Health Care Reimbursement Systems

HT212 Supervision and Personnel Management in Health Care**4 credit hours**

This course introduces basic concepts and principles of organization and supervision. The course focuses on the functions of frontline management with emphasis on the tools and skills required to effectively supervise individuals and work teams within a health care organization. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, GE347 Group Dynamics

HT213 Database Design and Applications**4 credit hours**

This course presents basic concepts and principles of database development and administration. Focus is on analysis for business operations and database development processes and administration.

HT221 Professional Practicum I**4 credit hours**

This course examines current workplace expectations of health information technicians, including behavioral, ethical and practice competencies. The course provides guided workplace experiences designed to prepare students for entry into the professional workforce. The workplace experiences provide opportunities for students to actively engage in activities and tasks commonly associated with health information technician practice to build their competence and confidence. **Prerequisite or Corequisite:** All required program courses

TB133 Strategies for the Technical Professional**4 credit hours**

The course reviews characteristics and trends of the global information society including basic information processing, Internet research, other skills used by the technical professional and techniques that can be used for independent technical learning.

TB143 Introduction to Personal Computers**4 credit hours**

Organization of a typical Personal Computer (PC) at the hardware level is examined in a given popular operating systems environment. Terminology and concepts related to major PC hardware components and their functions will be discussed. Entry-level hands-on skills as well as theoretical knowledge in handling PC hardware will be covered.

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located in the first hallway to the left of the main lobby. It is accessible by all students Monday through Friday 8:00 a.m. to 9:00 p.m. and Saturday 8:30 a.m. to 12:30 p.m. The LRC is currently staffed by a part-time Library Assistant and three work study students. Instructors are assigned to cover additional hours as needed.

2. Number of volumes of professional material: 2,536

3. Number of professional periodicals subscribed to: 20

4. Other library facilities in close geographical proximity for student access:

- Allen County Public Library
200 E. Berry Street, Fort Wayne, IN 46801
- IUPUI – Fort Wayne
2101 E. Coliseum Blvd., Fort Wayne, IN 46805

ITT TECHNICAL INSTITUTE, FORT WAYNE, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Fort Wayne has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

The school's LRC committee, comprised of the Librarian, Dean, School Chair(s) and various instructors, review the LRC holdings annually with the goal of maintaining relevant and up-to-date resources for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit online students at ITT Technical Institute. The ITT Technical Institute Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Technical Institute Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Technical Institute Virtual Library collections. The ITT Technical Institute Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Technical Institute Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Technical Institute Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty and curriculum developers. The Corporate Librarian ensures that the ITT Technical Institute Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 10,000 online magazines and professional journals as well as an abstracts and indexing for additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**
ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.
- **EbscoHost**
 The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.
- **Criminology**
 This database includes the full-text of 22 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

- **AccessScience**
 A database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- **Britannica Online**
 The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.
- **Gale Virtual Reference Library**
 This collection includes:
 - Berkshire Encyclopedia of Human-Computer Interaction
 - Business Plans Handbook, Volume 11
 - Computer Sciences Encyclopedia
 - Copyright for Schools: A Practical Guide
 - Crime and Punishment in America Reference Library
 - Encyclopedia of American Industries
 - Encyclopedia of Business and Finance
 - Encyclopedia of Communication and Information
 - Encyclopedia of Crime and Justice
 - Encyclopedia of Law Enforcement
 - Encyclopedia of Management
 - Encyclopedia of Prisons and Correctional Facilities
 - Encyclopedia of Science, Technology and Ethics
 - Encyclopedia of Small Business

- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law
- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and trade associations, cultural and art organizations, political parties and advocacy groups, labor

unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 23,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS, BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

▪ **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

▪ **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Job Listings |
| ▪ Arts | ▪ Libraries |
| ▪ Business | ▪ Maps |
| ▪ Careers | ▪ Mathematics |
| ▪ Certification | ▪ News |
| ▪ Computers | ▪ Patents and Trademarks |
| ▪ Copyright | ▪ People |
| ▪ Dictionaries | ▪ Physics |
| ▪ Directories | ▪ Project Management |
| ▪ Economics | ▪ Resumes |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |
| ▪ Health | |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Technical Institute Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions, explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session can be sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Technical Institute Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
<p>New faculty for the proposed program will be hired approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. Consequently, the application does not contain any Instructor Qualification Records. As an institution regulated by the Indiana Commission on Proprietary Education, the Fort Wayne campus will comply with standards relative to faculty qualifications.</p>						

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute, Newburgh

Name of Program Health Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared July 25, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Information Technology program teaches how to collect, analyze, monitor, maintain and report health data in accordance with established data quality principles, legal and information security standards and professional best practice guidelines. These functions encompass, among other duties, processing requests for the release of personal health information, the coding of clinical information, processing and using health data for clinical quality management, billing/reimbursement and compliance with patient privacy regulations.

Graduates of the Health Information Technology program may pursue careers as health information technicians in a variety of health care settings. Entry-level positions may include medical records technician, health information technician, patient information coordinator and reimbursement specialist.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 8 Quarters TUITION: \$38,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>HT101</u>	<u>Organization of Health Care Delivery</u>	<u>4</u>
<u>HT102</u>	<u>Introduction to the Health Care Record</u>	<u>4</u>
<u>HT103</u>	<u>Medical and Drug Terminology</u>	<u>4</u>
<u>HT104</u>	<u>Release of Personal Health Information</u>	<u>4</u>
<u>HT105</u>	<u>Anatomy and Physiology</u>	<u>4</u>
<u>HT111</u>	<u>Human Diseases</u>	<u>4</u>
<u>HT201</u>	<u>Health Care Statistics</u>	<u>4</u>
<u>HT202</u>	<u>ICD-9-CM Coding</u>	<u>4</u>
<u>HT203</u>	<u>Health Care Data Sets and Specialized Registries</u>	<u>4</u>
<u>HT204</u>	<u>CPT Coding</u>	<u>4</u>
<u>HT205</u>	<u>Health Care Reimbursement Systems</u>	<u>4</u>
<u>HT206</u>	<u>Advanced Coding</u>	<u>4</u>
<u>HT211</u>	<u>Utilization, Risk and Compliance Management</u>	<u>4</u>
<u>HT212</u>	<u>Supervision and Personnel Management in Health Care</u>	<u>4</u>
<u>HT213</u>	<u>Database Design and Applications</u>	<u>4</u>
<u>HT221</u>	<u>Professional Practicum I</u>	<u>4</u>
<u>TB133</u>	<u>Strategies for the Technical Professional</u>	<u>4</u>
<u>TB145</u>	<u>Introduction to Computing</u>	<u>4</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE117	Composition I	4
GE127	College Mathematics I	4
GE150	Survey of the Sciences	4
GE201	Biology	4
GE217	Composition II	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 72 / 96 Percentage: 75%
Number of Credit/Clock Hrs. in General Education Courses: 24 / 96 Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

COURSE DESCRIPTIONS

HT courses = Core

GE courses = General Education

TB courses = Technical Basic

GE117 Composition I

A 4 credit hour Composition course

This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

GE127 College Mathematics I

A 4 credit hour Mathematics course

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools.

Prerequisite: GE184 Problem Solving or TB124 Problem Solving or TB184 Problem Solving or GE150 Survey of the Sciences or equivalent; Prerequisite or Corequisite: TB133 Strategies for the Technical Professional

GE150 Survey of the Sciences

A 4 credit hour Science course

This survey course is designed to familiarize the student with the methods of scientific discovery and investigation. Students will explore a variety of scientific fields, including astronomy, biology and earth science, to develop basic scientific literacy and an ability to critically analyze issues of science.

GE201 Biology

A 4 credit hour Science course

This course introduces the student to the biological study of the human organism. Topics include cell chemistry and development, and the structure and function of the body's major organ systems.

GE217 Composition II

A 4 credit hour Humanities course

This course focuses on appropriate rhetoric structures and styles for analytical and argumentative writing. Emphasis is placed on critical thinking, reading skills and elements of research in the information age. **Prerequisite: GE117 Composition I or equivalent**

GE347 Group Dynamics

A 4 credit hour Social Science course

In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. **Prerequisite: GE117 Composition I or equivalent**

HT101 Organization of Health Care Delivery

4 credit hours

This course is an introduction to types of health care facilities and services, including public health services, and types of health care professionals.

HT102 Introduction to the Health Care Record

4 credit hours

This course is an introduction to the health care record: its purpose, content, structure, uses and users. The course identifies documentation standards and health care record standardization resources (laws, regulations and accreditation agencies). The form and functionality of paper-based and electronic health care records are examined and compared.

HT103 Medical and Drug Terminology

4 credit hours

This course is an introduction to medical terminology, including standard abbreviations and symbols. The course focuses on the prefixes, suffixes and roots that are common building blocks of medical terms. The course includes an overview of drug types and the diagnoses for which they are commonly prescribed. Accurate spelling and correct pronunciation of medical terms is emphasized.

HT104 Release of Personal Health Information

4 credit hours

This course is an introduction to the basic workings of the American legal system and the medical (health) record as evidence. The course examines federal and state privacy laws and regulations as well as organizational policies that define authorized access to patient health information. The course also focuses on organizational procedures for handling all types of authorized release of patient health information (ROI), including the use of specialized software applications to effectively manage that function. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record

HT105 Anatomy and Physiology

4 credit hours

This course examines the anatomical structures and normal physiological functions of the human body. **Prerequisite:** HT103 Medical and Drug Terminology

HT111 Human Diseases

4 credit hours

This course examines common diagnoses by body system along with their associated diagnostic signs, symptoms, tests and findings and standard treatment protocols. **Prerequisites:** HT103 Medical and Drug Terminology, GE201 Human Biology

HT201 Health Care Statistics

4 credit hours

This course is an introduction to basic descriptive statistics as well as quantitative measures commonly used to describe patient volume and quality of care in health care organizations such as census data, length of stay, bed occupancy rates, death rates, autopsy rates and infection rates. Emphasis is placed on creating effective graphic displays of statistical data. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record

HT202 ICD-9-CM Coding

4 credit hours

This course examines the basic structure of the ICD-9-CM classification system. The course emphasizes standard coding guidelines and the application of the ICD-9-CM classification system to medical encounters, including the use of encoding software to enhance coding consistency, efficiency and quality. **Prerequisites:** HT103 Medical and Drug Terminology, HT105 Anatomy and Physiology, HT111 Human Diseases

HT203 Health Care Data Sets and Specialized Registries

4 credit hours

This course identifies and examines common health care data sets, such as the UHDDS, UACDS, MDS, HEDIS, OASIS, DEEDS, EMEDS, and ORYX Core Measures. The course focuses on the content and standards associated with secondary health data sources, including disease registries. **Prerequisite:** HT102 Introduction to the Health Care Record

HT204 CPT Coding

4 credit hours

This course is an introduction to the basic structure of the CPT classification system. The course emphasizes standard coding guidelines and the application of the CPT classification system to medical procedures, including the use of encoding software to enhance coding consistency, efficiency and quality. **Prerequisites:** HT102 Introduction to the Health Care Record, HT103 Medical and Drug Terminology

HT205 Health Care Reimbursement Systems

4 credit hours

This course is an introduction to the types of reimbursement systems found in the health care industry. The course identifies the major types of third party health insurance providers and examines reimbursement methodologies such as fee for service, capitation, global payment, and prospective payment systems. Emphasis is placed on best practices for maintaining an accurate chargemaster, completing standard medical claims forms, and assuring coding compliance with established national and organizational coding guidelines. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, HT202 ICD-9-CM Coding

HT206 Advanced Coding**4 credit hours**

This course examines the application of ICD-9-CM in specialized settings, including long term care, home care and rehabilitation centers. The course focuses on enhancing coding skill and confidence beyond the basics. The structure and principles of the SNOMED and ICD-10/ICD-10-PC classification systems are introduced. **Prerequisites:** HT202 ICD-9-CM Coding, HT204 CPT Coding

HT211 Utilization, Risk and Compliance Management**4 credit hours**

This course is an introduction to utilization and quality management programs in health care. The course focuses on common quality and outcomes measurement, and management tools such as ORYX, SQC, benchmarking best practices and customer surveys. The course provides an overview of the structure and common practices associated with effective health care risk management and compliance management programs. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, HT103 Medical and Drug Terminology, HT105 Anatomy and Physiology, HT111 Human Diseases, HT104 Release of Personal Health Information, HT201 Health Care Statistics, HT203 Health Care Data Sets and Specialized Registries, HT205 Health Care Reimbursement Systems

HT212 Supervision and Personnel Management in Health Care**4 credit hours**

This course introduces basic concepts and principles of organization and supervision. The course focuses on the functions of frontline management with emphasis on the tools and skills required to effectively supervise individuals and work teams within a health care organization. **Prerequisites:** HT101 Organization of Health Care Delivery, HT102 Introduction to the Health Care Record, GE347 Group Dynamics

HT213 Database Design and Applications**4 credit hours**

This course presents basic concepts and principles of database development and administration. Focus is on analysis for business operations and database development processes and administration.

HT221 Professional Practicum I**4 credit hours**

This course examines current workplace expectations of health information technicians, including behavioral, ethical and practice competencies. The course provides guided workplace experiences designed to prepare students for entry into the professional workforce. The workplace experiences provide opportunities for students to actively engage in activities and tasks commonly associated with health information technician practice to build their competence and confidence. **Prerequisite or Corequisite:** All required program courses

TB133 Strategies for the Technical Professional**4 credit hours**

The course reviews characteristics and trends of the global information society including basic information processing, Internet research, other skills used by the technical professional and techniques that can be used for independent technical learning.

TB143 Introduction to Personal Computers**4 credit hours**

Organization of a typical Personal Computer (PC) at the hardware level is examined in a given popular operating systems environment. Terminology and concepts related to major PC hardware components and their functions will be discussed. Entry-level hands-on skills as well as theoretical knowledge in handling PC hardware will be covered.

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located in the institution at 10999 Stahl Road, Newburgh, Indiana. The LRC is open from 8:00 a.m. to 9:30 p.m. Monday thru Friday and 8:00 a.m. to 2:00 p.m. on Saturday. The LRC is currently staffed by a full-time Library Assistant and instructors are assigned to cover additional hours as needed.

2. Number of volumes of professional material: 476

3. Number of professional periodicals subscribed to: 26

4. Other library facilities in close geographical proximity for student access:

- University of Southern Indiana (Evansville, IN)
- University of Evansville (Evansville, IN)
- Willard Library (Evansville, IN)
- McCollough Library (Evansville, IN)
- Central Library (Evansville, IN)

ITT TECHNICAL INSTITUTE, NEWBURGH, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Newburgh has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

The school's LRC committee, comprised of the Librarian, Dean, School Chair(s) and various instructors, review the LRC holdings annually with the goal of maintaining relevant and up-to-date resources for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit online students at ITT Technical Institute. The ITT Technical Institute Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Technical Institute Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Technical Institute Virtual Library collections. The ITT Technical Institute Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Technical Institute Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Technical Institute Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty and curriculum developers. The Corporate Librarian ensures that the ITT Technical Institute Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 10,000 online magazines and professional journals as well as an abstracts and indexing for additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**
ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.
- **EbscoHost**
The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.
- **Criminology**
This database includes the full-text of 22 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

- **AccessScience**
A database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- **Britannica Online**
The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.
- **Gale Virtual Reference Library**
This collection includes:
 - Berkshire Encyclopedia of Human-Computer Interaction
 - Business Plans Handbook, Volume 11
 - Computer Sciences Encyclopedia
 - Copyright for Schools: A Practical Guide
 - Crime and Punishment in America Reference Library
 - Encyclopedia of American Industries
 - Encyclopedia of Business and Finance
 - Encyclopedia of Communication and Information
 - Encyclopedia of Crime and Justice
 - Encyclopedia of Law Enforcement
 - Encyclopedia of Management
 - Encyclopedia of Prisons and Correctional Facilities
 - Encyclopedia of Science, Technology and Ethics
 - Encyclopedia of Small Business

- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law
- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and trade associations, cultural and art organizations, political parties and advocacy groups, labor

unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 23,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS, BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

▪ **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

▪ **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Job Listings |
| ▪ Arts | ▪ Libraries |
| ▪ Business | ▪ Maps |
| ▪ Careers | ▪ Mathematics |
| ▪ Certification | ▪ News |
| ▪ Computers | ▪ Patents and Trademarks |
| ▪ Copyright | ▪ People |
| ▪ Dictionaries | ▪ Physics |
| ▪ Directories | ▪ Project Management |
| ▪ Economics | ▪ Resumes |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |
| ▪ Health | |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Technical Institute Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions, explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session can be sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Technical Institute Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
<p>New faculty for the proposed program will be hired approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. Consequently, the application does not contain any Instructor Qualification Records. As an institution regulated by the Indiana Commission on Proprietary Education, the Newburgh campus will comply with standards relative to faculty qualifications.</p>						